

APPENDIX 3

PROPOSAL REQUIREMENTS FORMS

**Notification of Intent to Submit Proposal Form
Proposal Letter Form
Software Preference Form**

**NOTIFICATION OF INTENT TO SUBMIT PROPOSAL
TO THE JUDICIARY, STATE OF HAWAII**

REQUEST FOR PROPOSALS FOR THE IMPLEMENTATION OF AN INTEGRATED
STATEWIDE COURT CASE MANAGEMENT SYSTEM INCLUDING ALL COURTS (ALL
LEVELS AND ALL JUDICIAL CIRCUITS) IN THE STATE OF HAWAII, RFP NO. J02180

OFFEROR: _____
(name of company)

hereby notifies the Judiciary, State of Hawai`i, that it intends to submit a proposal in response to the above-entitled Request for Proposals (RFP). Please send all RFP addenda and related communications to the individual and address identified below:

Name

Title

Company Name

Address

(Area Code)Telephone Number

(Area Code)Facsimile Number

E:mail Address

PROPOSAL LETTER FORMAT

The proposal letter shall be dated and submitted on stationery with the offeror's letterhead to the addressee listed below:

The Judiciary, State of Hawaii
Fiscal and Support Services
Attention: Janell Loo
Kauikeaouli Hale
1111 Alakea Street, 6th Floor
Honolulu, Hawaii 96813-2807

Re: Request for Proposals No. J02180 for the Implementation of an Integrated Statewide Court Case Management System Including All Courts (All Levels and All Judicial Circuits) in the State of Hawaii

Dear Ms. Loo:

The undersigned has carefully read and understands the referenced Request for Proposals (RFP), as well as all exhibits and appendices that are made a part of the RFP, and hereby submits the following proposal to provide the goods and services required by the RFP at the price specified in the proposal.

The undersigned certifies that:

- this proposal, and any contract that may arise as a result of this proposal, will not violate any provision of the State Ethics Code, Hawaii Revised Statutes (HRS), Chapter 84.
- its price proposal was independently arrived at and without collusion with any other potential offeror.
- it is a/an: ____ individual ____ partnership ____ corporation ____ joint venture.
- if it is a partnership formed outside the State of Hawai'i, it has or will file with the office of the Hawai'i Director of Commerce and Consumer Affairs the registration and annual statements required by HRS § 425-1 (Supp. 2000).
- if it is a corporation, the place where it was incorporated is: _____
- if it is a corporation formed outside the State of Hawai'i, it has or will obtain from the Hawai'i Director of Commerce and Consumer Affairs a certificate of authority to transact business in Hawai'i, as required by HRS § 414-431 (Supp. 2000).
- it has, or will obtain, a State of Hawaii general excise tax license by the start of work under an awarded contract.

- it and any of its subcontractors are not delinquent in paying and will not owe any state or federal taxes at the time of contract execution.
- if the use of subcontractor(s) is proposed, a statement from each subcontractor is included and attached to this proposal letter and signed by an individual authorized to legally bind the subcontractor. The statement includes: the general scope of work to be performed by the subcontractor, the subcontractor's willingness to perform the work indicated within the designated time, the subcontractor's professional qualifications and financials statements as of the closing of the most recent fiscal year.
- it has attached evidence of the authority of the signer to submit a proposal on behalf of the offeror.

The undersigned understands and agrees that:

- The Judiciary reserves the right to cancel this RFP, reject any/or all proposals, and to waive any defects in a proposal when, in the Judiciary's opinion, such rejection or waiver will be in the best interests of the Judiciary;
- If awarded the contract, any services performed will be in accordance with HRS chapter 103D, the Public Procurement Code, and Title 3 of the Hawaii Administrative Rules (HAR), promulgated by the Procurement Policy Board of the State of Hawaii;
- This proposal and the pricing listing in the proposal are firm and shall remain so throughout the term of the contract and any supplements thereto, subject to any cost-of-living adjustments allowed by this RFP

Respectfully submitted,

Exact Legal Name of Offeror

*Authorized Signature for Offeror (Original)

Title

Hawai'i General Excise Tax License No.

Social Security or Federal ID No.

**If Offeror is a Corporation,
Affix Corporate Seal

Telephone No.

Facsimile No.

E-mail Address

Business Address

Mailing Address

* Please attach to this proposal evidence of authority of the signer to submit a proposal on behalf of the offeror.

**If the corporate seal is not available at the local or branch office where the proposal is prepared, a letter signed by an authorized corporate officer indicating the location of the seal may be attached to the proposal as an acceptable substitute.

**STATE OF HAWAII
CERTIFICATE OF ELIGIBILITY TO CLAIM PREFERENCE
AS A HAWAII SOFTWARE DEVELOPMENT BUSINESS
AS DEFINED BY SECTION 103D-1006, HRS**

I, _____,
(Authorized Officer's Name)

_____ of _____,
(Office or Position Held) (Name of Offeror)

certify that the principal place of business or ancillary headquarters of

_____,
(Name of offeror)

is located in the State of Hawaii at the following address:

_____;

and that the above named office was opened on the following date: _____;

and, that eighty percent (80%) of the _____,
(Name of Offeror)

employees who will be performing the work on the software development project described in

RFP/IFB No. _____ are domiciled in Hawaii. To the best of my knowledge, the

names and residence addresses of the employees who will perform the work are as follows:

(Name)

(Address)

(Name)

(Address)

(Name)

(Address)

(Name)

(Address)

(Name)

(Address)

(Name)

(Address)

(Attach a continuation sheet if necessary.)

I further certify that any changes in the personnel identified above shall be reported to the contact person identified in the RFP/IFB.

Signature of Authorized Officer

Date